

## SDO/SDNCO ADMINISTRATIVE CHECKLIST (WEEKEND)

**SDO/SDNCO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**INITIAL AND CHECK BOX WHEN ACTION IS COMPLETE**

<b>ACTION</b>	<b>INIT</b>
<b>0900hrs</b> <ul style="list-style-type: none"><li>- SDO/SDNCO assumes duties and signs for keys</li><li>- Post and brief Staff Duty runner</li><li>- Call the DOC and find out who is the FOD</li><li>- Check HHB, 324<sup>th</sup> NSC, A/26 FA, and the Fires Brigade Rear Detachment consolidated arms rooms (BLDG 12004 Basement)</li></ul>	
<b>0900 - 1100hrs</b> <ul style="list-style-type: none"><li>- Check BN areas, motor pools and common areas</li><li>- Make face to face with BN SDNCOs (589<sup>th</sup> – BLDG 12020, 2-20 FA – BLDG 12011)</li><li>- Check security of BDE HQs, HHB, 324<sup>th</sup> NSC, and A/26 FA (BLDG 12004, First Floor). Check and secure all inner doors. Annotate SF 702s as required.</li></ul>	
<b>1500hrs</b> <ul style="list-style-type: none"><li>- Check HHB, 324<sup>th</sup> NSC, A/26 FA, and the Fires Brigade Rear Detachment consolidated arms rooms. Annotate SF 702s.</li><li>- SD Runner conducts police call of BDE area.</li></ul>	
<b>2000 - 2400hrs – Conduct before midnight checks</b> <ul style="list-style-type: none"><li>- Check BN areas, motor pools, and common areas</li><li>- Check security of HHB, 324<sup>th</sup> NSC, and A/26 FA areas</li><li>- Conduct “Crime Prevention Inspection”</li></ul>	
<b>2100hrs</b> <ul style="list-style-type: none"><li>- Check HHB, 324<sup>th</sup> NSC, and A/26 FA and the Fires Brigade Rear Detachment consolidated arms rooms and annotate SF 702s.</li></ul>	
<b>0001 - 0530hrs - Conducts after midnight checks</b> <ul style="list-style-type: none"><li>- Check BN areas, motor pools and common areas</li><li>- Check security of BDE HQs, HHB, 324<sup>th</sup> NSC, and A/26 FA areas.</li></ul>	
<b>0300hrs</b> <ul style="list-style-type: none"><li>- Check HHB, 324<sup>th</sup> NSC, A/26 FA, and the Fires Brigade Rear Detachment consolidated arms rooms and annotate SF 702s.</li></ul>	
<b>0850hrs</b> <ul style="list-style-type: none"><li>- Brief on-coming SDO/SDNCO and turn in duty log to the 1-21 FA OPS SGT.</li></ul>	

**SDO/SDNCO NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_